

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<b>TIER I (\$25,000-\$99,999)</b>	<b>TIER II (\$100,000-\$250,000)</b>	<b>TIER III (&gt;\$250,000)</b>		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organization Chart	
			Qualifications of Team	
			Past Performance	
Not required as part of official RFP	Not required as part of official RFP		Quality Assurance/Quality Control	
			Location of Service Personnel <b>(Required for on-site inspections)</b>	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages including cover sheet <b>(No Resumes)</b>	7 pages	19 pages	Total maximum pages for RFP <b>not including key personnel resumes</b>	

**BUREAU OF HIGHWAYS  
REQUEST FOR PROPOSAL  
for  
LOW BID SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a proposal. The proposal must be submitted in accordance with the format and process outlined in the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website. The vendor firm must provide three paper copies of the proposal to the MDOT project manager named in the attached scope of services. These copies must be received by the project manager by Friday, April 21, 2006. Fax and electronic copies are not acceptable. One unbound copy of the proposal must also be submitted to Operations Contract Support at the address listed below.

A bid sheet(s) (attached) must be submitted in accordance with the attached "Guideline for Completing a Low Bid Sheet(s)" for the services you would be providing and must be submitted, separate from the proposal, directly to **Secretary, Operations Contract Support, Bureau of Highways**. The bid sheet(s) must be submitted in a sealed manila envelop, clearly marked in large red letters "**SEALED BID – TO BE OPENED ONLY BY KATHY POPOFF.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room. **Please send the bid sheet(s) to:**

Regular Mail:

Secretary, Operations Contract Support  
Michigan Department of Transportation  
P.O. Box 30050  
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

The selection team will review the proposal submitted and post the date of the bid opening on the MDOT website. The notification will be posted as least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

**The maximum allowable pages for the proposal are limited to the selected Tier shown on MDOT Form 5100B, which is posted with this RFP. Page limits apply to the entire proposal. The number of pages per section is the decision of the creator of the proposal. Include in proposal only those items that are checked by the MDOT project manager on form 5100B.**

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

**The scope of services is attached to this solicitation.**

## **Scope of Services for 2006 On-Call Statewide Pavement Coring**

**PROJECT LOCATION:** Statewide

**CONTROL SECTION, JOB NUMBER:** Varies

**DESCRIPTION OF WORK:** On-call Statewide Pavement Coring

**I. Primary Prequalification Classification:** Portland Cement Concrete  
Inspection and Testing Services

**II. Secondary Prequalification Classification:** None

**III. Definitions:**

- A. MDOT Project Engineer-Manager  
Thomas Hynes  
8885 Ricks Road  
PO Box 30049  
Lansing, MI 48909  
517-322-5711  
hynest@michigan.gov
- B. MDOT Concrete Coring Technician  
Robert Kelly  
8885 Ricks Road  
PO Box 30049  
Lansing, MI 48909  
517-322-1232
- C. DBE Requirement: 0 %

**IV. Brief Description of Services to be Provided:** The selected consultant shall be prepared to perform concrete and bituminous pavement coring investigations on an as-needed basis for construction projects and pavement investigations throughout Michigan. These investigations may include existing roads or highways under construction. The majority of coring will be 6 inch diameter cores through new concrete pavement to determine if the pavement meets specifications for thickness, depth of reinforcing steel and strength. The consultant will provide a coring rig and crew necessary for the rig operation. This includes equipment and materials to: locate and layout core locations; to core; to extract cores; to patch core holes and to transport cores to MDOT's Construction and Technology Lab in Lansing, Michigan. Any associated material sampling below the pavement or concrete strength testing will be done by MDOT. Occasional bridge deck coring may also be included.

Being statewide, the selected consultant must be able to provide coring anywhere within the State. However, during a typical construction season, the majority of coring is done in the lower half of the Lower Peninsula (south of M-20).

A timely response is needed by the consultant when MDOT determines that a section of roadway needs to be cored. Therefore, MDOT is requiring that the consultant be able to start field work within 24 hours of a specific call. It is anticipated that during the 2006 construction season between 1000 and 1200 cores will be required under these services. The following is a partial list showing known major concrete paving projects in 2006. This is not a complete list of projects to be cored and is subject to change. It is provided to give an indication of where the majority of coring work is likely to be in 2006.

County	C.S.	Route	Description
Calhoun	13073	I-69	A Drive to north of I-94
Genesee	25084	I-69	Center Road to M-15
Kent	41024	I-96WB	East of 28 <sup>th</sup> St. to west of Thornapple River
Oakland	63081	M-10	Beck Road to Lasher
Oakland	63101	I-696/M-10	Franklin Road to SB M-10
St. Clair	77111	I-94	Gratiot Ave. to CN railroad bridge
Van Buren	80023/4	I-94 WB	West of M-51 to west of 24 <sup>th</sup> Street
Wayne	82102	M-14	Napier Road to Sheldon Road

## **V. Tasks and Level of Effort:**

- A. For newly constructed pavements, the consultant is responsible for laying out and taking all pavement cores. Lay out and coring of new concrete pavements will be done in accordance with applicable specifications (Currently section 602.04 H of the MDOT 2003 Standard Specifications for Construction, and Michigan Test Method 201.) All core holes will be filled with concrete plugs and/or a material from MDOT's Qualified Product List for Prepackaged Hydraulic Fast Set Patching material.
- B. The consultant is responsible for reporting pertinent information in field notes that shall be submitted to MDOT. The consultant is also responsible for summarizing this information for each construction project on MDOT's standardized Core Record. (MDOT form 502). These core records shall be submitted no later than one week after the cores are taken.
- C. MISS DIG utility clearance is not mandatory when work is limited to coring the pavement. Any sampling of material below the slab to be done in conjunction with the pavement coring will be done by MDOT personnel and they will be responsible for any necessary MISS DIG utility clearances.

- D. The consultant is responsible for supplying a coring rig and crew for its operation in a 24 hour or less time period once the request has been made by MDOT. The coring crew shall consist of a minimum of two people. The core rig must be gasoline or diesel powered with a mechanical or hydraulic drive train. It must be capable of coring reinforced concrete pavement 18 inches thick. Extra core barrels must be carried with the coring rig. The crew and rig must have the capability to core a minimum of twenty concrete cores per day in 12 inch thick reinforced concrete (6 inch diameter cores). Inability to meet this production rate may be cause for early termination of this agreement. Historically, such production rates have required working overtime.
- E. The consultant is responsible for transporting some cores to MDOT's Construction and Technology Lab at 8885 Ricks Road, Lansing, Michigan. Generally this is every tenth core plus all penalty cores. Undamaged cores that are not sent to C&T can be used as plugs for patching core holes.
- F. The consultant shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices while on construction sites or when working within the roadway.
- G. Traffic control devices are normally not necessary for roadways closed for construction but the consultant should be aware that they will be working in areas that may have frequent movements of construction equipment and vehicles. If coring is required in areas open to traffic, MDOT will provide appropriate traffic control
- H. Failure to comply with any of the requirements listed above will be considered unsatisfactory performance by the consultant.

**VI. Information and/or Services that will be Supplied by MDOT:**

- A. All questions can be directed to MDOT's concrete coring technician, who will be in daily contact with the consultant once work starts.
- B. MDOT will provide plans for each construction project to be cored.
- C. MDOT will perform any strength testing of the cores. If necessary, MDOT will perform any soils and aggregate sampling of materials below the pavement. MDOT will provide for traffic control if coring has to be done on roadways open to traffic.

**VII. Duration of Contract:** This contract shall be effective from the date of MDOT execution through December 31, 2006.

The anticipated start date of the service is May, 1 2006.

The anticipated completion date for the service is December 31, 2006.

**VIII. Vendor Payment:** All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the *Professional Engineering Service Reimbursement Guidelines for Bureau of Highways* is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the consultant for services rendered shall be paid for at the contract unit price for the MDOT Region the cores were taken in. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice. All invoices/bills must include the control section, job number and cost for each construction project cored.

The contract unit price shall be the only payment made for this project and must cover all consultant costs. Quantities will be based on actual cores drilled and documented. The consultant will be paid for 1.0 coring days for each day where MDOT requests that between 1 and 10 cores be taken and documented. (MDOT will typically only request this for small jobs with less than 10 total cores.) The consultant will be paid an additional 0.1 coring days for each additional core taken and documented above 10 per day. For example 15 cores taken and documented on one day in Bay City will result in payment for 1.5 coring days at the Bay Region unit price. If 10 cores per day are not obtained due to inclement weather or a breakdown of the consultant's equipment, payment for that day will be prorated at 0.1 coring days for each core taken and documented.

# BID SHEET

2006 On-Call Statewide Pavement Coring

## PAY ITEMS

**All entries on this page must be handwritten in ink or computer generated.**

<b><i>ESTIMATED # OF CORES (INFORMATION ONLY)</i></b>	<b>ITEMS OF WORK</b>	<b>ESTIMATED QUANTITY</b>	<b>UNIT PRICE (BASED ON 10 CORES PER DAY)</b>	<b>BID AMOUNT</b>
<b><i>150 Each</i></b>	Coring Days – Grand Region	15.0 Coring Days		
<b><i>200 Each</i></b>	Coring Days – Bay Region	20.0 Coring Days		
<b><i>300 Each</i></b>	Coring Days – Southwest Region	30.0 Coring Days		
<b><i>50 Each</i></b>	Coring Days - University Region	5.0 Coring Days		
<b><i>500 Each</i></b>	Coring Days - Metro Region	50.0 Coring Days		

Total Bid: \_\_\_\_\_

Consultant Name:	
Consultant Address:	
Date:	

The Michigan Department of Transportation reserves the right to reject any or all bids.

Check "UNIT PRICE" column for omissions before entering bid total.